

JOB OPPORTUNITY

CALIFORNIA TECHNOLOGY AGENCY

Customer Delivery Division

Administrative Assistant I / \$3658 - \$4446*

When applying for a Job Opening, you must be sure to submit one **state application per RPA #**. You **must** indicate the RPA # you are applying for on your application; otherwise, your application will not be processed.

The California Technology Agency (Agency) has an opening for a permanent, full-time Administrative Assistant I position within the Customer Delivery Division (CDD). Under the direction of the Deputy Director, the Administrative Assistant I performs administrative and analytical work for the Office of Technology Services (OTech) deputy, management, and staff. This position is located in Rancho Cordova, with free parking.

Essential Functions:

- Perform administrative and analytical work for OTech executive staff:
 - Research and prepare briefing and background information for meetings, conferences, speaking engagements and other events by gathering relevant documents and information and compiling applicable materials.
 - Maintain deputy calendars and schedule conference rooms for meetings/events.
 - Act as internal and external liaison to offices and departments.
 - Develop and respond to correspondence for deputies' signatures and approvals.
 - Assign, track, and review all special project assignments utilizing MS Excel and following OTech administrative procedures. Manage and ensure timely completion of studies and projects on a variety of issues by designing, implementing, and overseeing systems to track documents and completion dates; and reviewing and evaluating that the content is accurate and consistent with OTech policies and positions.
 - Screen and research all programmatic problems and issues before they are presented to deputies, and make recommendations as appropriate.
 - Perform special studies and investigations as requested by reviewing the assignment, researching, collecting and analyzing pertinent data from affected program areas, and compiling this data into cohesive reports.
 - Coordinate and manage divisional support staff services to ensure appropriate levels of service, consistency, and accurate preparation and handling of documents and correspondence.
- Perform personnel liaison duties to facilitate the hiring process and ensure compliance with applicable personnel laws, rules, and procedures:
 - Prepare the Request for Personnel Action (RPA) packages in accordance with HR procedures.
 - Develop, review, and/or revise hiring and RPA documents such as duty statements, JOBs, justifications, etc.
 - Assist managers with the development of screening and selection criteria.

It is the objective of the State of California to achieve a drug-free State work place, any applicant for State employment will be expected to behave in accordance with this objective, because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service and the special trust placed in public servants.

Telephone Relay Service for the deaf or hearing impaired: TDD Phone (800) 735-2929; Voice Phone (800) 735-2922

THE CALIFORNIA TECHNOLOGY AGENCY IS AN EQUAL OPPORTUNITY EMPLOYER.

"Equal employment opportunity to all regardless of sex, race, color, creed, national origin, ancestry, marital status, disability, religious or political affiliation, age or sexual orientation."

- Create and maintain tracking systems and database for completion of Individual Development Plans and Probationary Reports. Complete preliminary information on forms and provide to supervisor for completion. Ensure supervisors complete on a timely basis.
- Create tracking system for Request for Personnel Actions. Provide quarterly reports to the deputies and Branch Managers.
- Perform budget liaison duties:
 - Act as the Budget Liaison and assist in the development and management of Division(s) annual budget.
 - Assign, track, and review all division expenditures utilizing MS Excel and following OTech administrative procedures.

Work Environment Requirements:

The incumbent works in an office environment and is required to operate a personal computer for document preparation and e-mail communication, copy machine, fax machine, telephone system, teleconference equipment, projectors. Appropriate office attire required.

Desirable Qualifications:

- Knowledge of OTech's policies, programs and administrative processes.
- Ability to analyze and solve problems and evaluate accurately.
- Excellent customer service and telephone etiquette skills.
- Ability to establish and maintain cooperative working relationships with OTech's staff at all levels, including Agency and the Governor's Office.
- Ability to ensure that proper policies and procedures are met.
- Excellent grammar and editing skills.
- Ability to handle sensitive and confidential assignments with tact, diplomacy and courtesy.
- Ability to establish and maintain cooperative working relationships; team player.
- Working knowledge of Word, Excel, Visio, and PowerPoint.

*The salary for the above classification may be adjusted to reflect the appropriate pay reduction based on the Bargaining Unit agreement.

Applications will be accepted only from individuals currently at the **Administrative Assistant I** level, or applicants who have transfer or list eligibility. Training and Development Assignments may be considered. Applications will be screened and only the most qualified will be scheduled for an interview. All appointments are subject to SROA/Surplus provisions.

Final File Date: May 30, 2013 or Until Filled
Interested applicants must submit a State application to:

CALIFORNIA TECHNOLOGY AGENCY
P. O. Box 1810 – HR Attn: De Ann / RPA # 12-350
Rancho Cordova, CA 95741-1810
Inquiries: Terri Nieto/(916) 431-5477